

LAKE ERIE

COLLEGE

OFFICE OF ADMISSIONS

Summer Tour Guide Audit

Storm Guide Name: _____ Date: _____

Tour Start Time: _____ Tour End Time: _____

STARTING OFF:

INTRODUCTION 5 4 3 2 1
Did the Storm Guide properly introduce themselves? Did the Storm Guide ask the name(s) of prospective student(s) and parent(s)?

STORM GUIDE MAJOR: _____ HOMETOWN: _____

CAMPUS INVOLVEMENT: _____

EXPECTATION 5 4 3 2 1
Did the Storm Guide set the expectation for the tour? Did they tell you what you would see, what you would not see and how long it all would take?

ON TOUR, DID YOUR STORM GUIDE DISCUSS...

SAFETY & SECURITY	yes	no	don't remember
WHERE TO GO IF YOU'RE SICK	yes	no	don't remember
CAREER SERVICES/ INTERNSHIPS	yes	no	don't remember
CAMPUS LIVING OPTIONS (res halls, apartments)	yes	no	don't remember
WAYS TO GET INVOLVED ON CAMPUS	yes	no	don't remember
AUSTIN SCIENCE CONSTRUCTION	yes	no	don't remember
FAVORITE PROFESSOR OR CLASS	yes	no	don't remember
WHY THEY CHOSE LAKE ERIE COLLEGE	yes	no	don't remember

ON TOUR, DID YOU SEE...

CLASSROOM	yes	no	don't remember
RESIDENCE HALL ROOM	yes	no	don't remember
DINING HALL	yes	no	don't remember
SECURITY OFFICE/ OFFICER/ JEEP	yes	no	don't remember

ON TOUR, DID YOU SEE... (cont)

COMPUTER LAB	yes	no	don't remember
TIBERIUS	yes	no	don't remember

STORM GUIDE SPECIFICS:

VOICE 5 4 3 2 1
Was the Storm Guide loud enough? Did they talk in a clear voice? Did they speak at a good pace (not too fast or too slow)?

QUESTIONS 5 4 3 2 1
Was the Storm Guide confident when answering questions? Was the Storm Guide able to answer every question asked?

ENGAGEMENT 5 4 3 2 1
Did the Storm Guide ask open-ended questions to engage the prospective student/family? Were they friendly toward the student/family?

CONNECTION 5 4 3 2 1
Did the Storm Guide connect with the prospective student/family? Did the student/family seem comfortable?

STORY TELLING 5 4 3 2 1
Did the Storm Guide tell personal stories about their experience as a Lake Erie College student?

ENTHUSIASM 5 4 3 2 1
Did the Storm Guide seem genuinely enthusiastic about Lake Erie College and their experience as a student here? Did that enthusiasm resonate with the prospective student/family?

STRONG POINTS OF TOUR: _____

AREAS FOR IMPROVEMENT: _____

WHAT WILL YOU REMEMBER MOST ABOUT THIS TOUR?: _____

ADDITIONAL COMMENTS: _____

